



City of Minneapolis CAREER OPPORTUNITIES BULLETIN WEEK of April 22, 2013

Minneapolis is a dynamic, scenic, high-energy city that offers something for everyone. Join us and you'll discover a diverse, inclusive, and rewarding work environment.

We are currently accepting applications for the following positions. Apply online at www.minneapolismn.gov/jobs. Further information can be obtained at the Human Resources Department, 250 South 4th Street, Room 100, Minneapolis, MN 55415-1339. Office hours Monday – Friday, 8:00 AM – 4:30 pm. Telephone (612)673-2282 TTY (612)673-2157

OPEN POSITIONS

911 Operations Manager- Exam #21167/ Annual Salary Range: \$65,794.00 up to \$83,407.00

The 911 Operations Manager will be responsible for day-to-day management of call-taking and dispatching operations of Minneapolis's 911 dispatch center, a twenty-four hour, seven days per week E911 Public Safety Answering Point; and to perform related duties as assigned. Responsible for meeting key dispatch and call taking performance indicators through efficient management of personnel and business processes. **Minimum Qualifications: Education** - Bachelor's Degree in related field. **Experience** - 4 years of progressively responsible supervisory experience in public safety communications in a 9-1-1 communication center. For a complete job announcement including job duties, requirements and how to apply online please visit www.minneapolismn.gov. Applicants failing to follow the application process will not be considered. **Applications accepted through Friday, May 3, 2013.**

Assessor I -Exam #21163 / Hourly Salary: \$24.14 - \$31.45

The City of Minneapolis, Assessor Office is looking for two individuals to perform field and office work in the assessment of commercial, industrial, residential and personal property. **QUALIFICATIONS: Education/Experience** One of the following - A Bachelor's Degree in Real Estate, Architecture, Engineering or equivalent and a minimum of one year full-time real estate appraisal experience **or** Any Associates Arts degree and a minimum of two years of full-time real estate appraisal experience. **Licenses and Certifications:** Valid Driver's License and must have or be able to obtain certification as a "Certified Minnesota Assessor" within thirty-six months of hire. Applicants are required to follow the application process outlined in the job announcement as **resumes alone will not be accepted.** For a complete job announcement including job duties, requirements and how to apply please visit www.minneapolismn.gov. **Open for applications until a sufficient number of qualified applications are received.**

HR Generalist - Exam #21173 / Salary Range: \$63,250-\$80,688 Annual

The Human Resources Generalist functions as the HR Manager for a large department or several smaller departments within the City and manages the delivery of a wide range of human resources services while supporting City goals, department business plans and the vision, mission and values of the Human Resources Department. **Qualifications:** Bachelor's Degree in Human Resources or closely-related field, and three (3) years of highly related experience. An equivalent combination of related education/experience may be considered. **Online application only is required. Applications accepted through Friday, May 3, 2013.**

PeopleSoft Administrator DBE - Exam #20978 / Salary: \$62,877 to \$86,539 Annual (Amended)

This position is in the ERP Division of the IT Department. The Database Engineer (PeopleSoft Administrator/PS Admin) provides IT services to the Human Resources, Finance and related City Departments. This position is responsible for Technical Administration related duties for multiple PeopleSoft environments. **Qualifications:** At least six (6) years of experience which have included application development and support; bachelor's degree in Computer Science, Management Information Systems or a closely related field. An equivalent combination of related education/experience may be considered. To review a complete job announcement and to apply online visit www.minneapolismn.gov. All applicants are required to follow the application process outlined in the job announcement. **Applications accepted until a sufficient number of applications have been received.**

CITY EMPLOYEES ONLY

Customer Service Representative I – Exam #21164 / Hourly Salary: \$17.137 - \$23.640

There is currently one (1) non-exempt vacancy to be filled in the Housing Division of Regulatory Services. Primary Responsibilities: The incumbent will provide a variety of services to customers over the telephone and/or in-person answering questions, providing information, collecting fees and payments, etc. REQUIREMENTS: Two years of senior level clerical experience, which has included at least one year of computer experience and some customer service experience and High School Diploma, GED or equivalent. **Applications accepted through Wednesday, April 24, 2013**

Foreman, Construction Maintenance – Exam #21170 / Hourly Salary: \$29.32 - \$31.52 Traffic & Parking Services Division – Promotional - City Council Departments - Grant Funded

The position will remain in place until funding for the program terminates. It is estimated that funds will be in place for three to five years. Availability of project funding beyond that time is unknown. This position coordinates, assigns and supervises the work of crews engaged in the installation, repair and installation of the City's sign systems. Public Works Traffic/Parking Services Division is working on a project that will result in the blanket replacement of 80,000 roadway signs. This position will provide first line supervision to maintenance workers assigned to this project. This position may involve working evenings, nights and/or weekend shifts; or responding after hours, on an as needed basis. To apply for this position, you must meet the following requirements: A current permanent employee (those who have passed probation) of any City Council Department; High school diploma or equivalent; three years of traffic/parking maintenance experience. Possess and continue to maintain a valid Driver's License. Background check. **Applications accepted through Friday, April 26, 2013.**

The career possibilities are endless and personally rewarding. At the end of each day, you can reflect on the lives you have affected by working for a City department. You can take pride in having a part in making Minneapolis a great place to live and do business, while performing work that you love.

The City of Minneapolis is an Equal Opportunity Employer